



TGAnet Reports

As a follow-up to the TGAnet alert sent on January 19, 2010, we are providing you more information on the upcoming changes to the TGAnet Reports. Effective February 6, 2010, all TGAnet reports will use an Enterprise Reporting Solution, Web Focus. Although the contents of the reports will not change, the “look and feel” will be slightly different. Below is a chart which summarizes the changes.

Impact Area	Current Report	Report Effective February 6, 2010
Selecting Report Output Format	<ul style="list-style-type: none"> All reports are viewed in HTML first, and then users select the report format only if there is a need to download or save the report 	<ul style="list-style-type: none"> Users are prompted to select the report format (e.g. HTML, PDF, MS Excel, or MS PPT) when other report criteria is entered and the report is viewed in the selected format If no report format is selected, the report opens in HTML MS Word is no longer an option for report format
Navigation Bar	<ul style="list-style-type: none"> The Navigation Bar is located at the top of the screen 	<ul style="list-style-type: none"> The Navigation Bar will be located at the bottom of the screen The buttons on the Navigation Bar have changed
Internet Explorer Settings	<ul style="list-style-type: none"> Adjustment to browser settings needed 	<ul style="list-style-type: none"> Internet Explorer 7 browser settings may need to be adjusted if users receive a security notification whenever files are downloaded from TGAnet
Report Printing	<ul style="list-style-type: none"> A Print button is available in the initial view of the report. 	<ul style="list-style-type: none"> Reports are printed using the print function for the individual report format (e.g. HTML, PDF, MS Excel, or MS PPT) selected <i>PDF is the preferred method for printing</i>
Downloading Reports	<ul style="list-style-type: none"> Downloading performed after report is run 	<ul style="list-style-type: none"> Report output format is selected before running a report and the user is prompted to download file
Searching Reports	<ul style="list-style-type: none"> Search a report by selecting the Search button from the Navigation Bar and enter the search criteria Reports have drill down capabilities in the Table of Contents which can be used to narrow down information in reports 	<ul style="list-style-type: none"> Searches are performed using the Navigation Bar for HTML reports or the search feature for the individual report format <i>PDF is the preferred method for searching a report</i> Drill down capabilities in the Table of Contents are temporarily unavailable but will be enabled in the upcoming months

Impact Area	Current Report	Report Effective February 6, 2010
MS Excel Reports	<ul style="list-style-type: none"> Reports downloaded to MS Excel have blank columns and cells 	<ul style="list-style-type: none"> Reports downloaded to MS Excel have a more streamlined layout and are easier to navigate <i>Changes to data element locations in the reports may impact those who use the Excel reports for macros and/or uploads to internal systems</i>
Viewing All for Large Reports	<ul style="list-style-type: none"> Select View All from the HTML Navigation Bar 	<ul style="list-style-type: none"> For HTML reports greater than 30 pages, an error message may be received when View All is selected from the Navigation Bar Users can View All by selecting PDF as the report format and selecting the option from the Navigation Bar to scroll through continuously

To support a successful migration from the current reports to the new reports, we have created multiple learning tools. First, *TGAnet Reports Navigation Guide for Federal Program Agencies* and *TGAnet Reports Navigation Guide for Financial Institutions* are available. The *Navigation Guides* provide a side-by-side comparison of the old reports and new reports, along with instructions on how to navigate the new reports. You can find the *TGAnet Reports Navigation Guides* under **Updates** at the following website link: <http://fms.treas.gov/tganet/index.html>. In addition to the *Navigation Guides*, we have updated the *TGAnet User's Manuals*. The Web-based Training modules will also include any new material. Both the *TGAnet User's Manuals* and the Web-based Training modules are available under **Training** in TGAnet.

As always, our 24-hour OTC Support Center is ready to answer any questions and provide guidance as you transition to the new reports.

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